



Republic of the Philippines  
TANZA WATER DISTRICT  
A. Soriano Highway, Tanza, Cavite  
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**GUIDELINES/MECHANICS IN RANKING OFFICES/DELIVERY UNITS AND INDIVIDUAL  
FOR THE GRANT OF PERFORMANCE-BASED BONUS (PBB) FY 2015**

In determining and evaluating the performance ranking and rating of the offices/ delivery units, the Tanza Water District (TWD) obtained the average of the accomplishment rates of each of the offices / delivery units. The best delivery unit is the one who achieved the highest percent of accomplishments. From there, these categories shall follow:

RANKING		PERFORMANCE OF CATEGORY OF DELIVERY UNIT
Top	10%	BEST delivery unit
Next	25%	BETTER delivery unit
Next	65%	GOOD delivery unit
Excluded	0%	POOR delivery unit

Consequently, individual performance of employees shall be derived and reflected in the following tabulation, as measured by the SPMS approved by the Civil Service Commission (CSC).

PERFORMANCE CATEGORY OF DELIVERY UNIT	INDIVIDUAL PERSONNEL		
	Best Performer	Better Performer	Good Performer
BEST DELIVERY UNIT	P 35,000.00 (20%)	P 20,000.00 (35%)	P 10,000.00 (45%)
BETTER DELIVERY UNIT	P 25,000.00 (15%)	P 13,500.00 (30%)	P 7,000.00 (55%)
GOOD DELIVERY UNIT	P 15,000.00 (10%)	P 10,000.00 (25%)	P 5,000.00 (65%)
POOR DELIVERY UNIT	-0-	-0-	-0-

Approved by:

  
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General Manager